

What we offer...

✓ *Job Leads*

to employers in your area.

✓ *Workshops*

to teach you the best methods for finding, interviewing and getting the right job for you.

✓ *Paid on-the-job training*

with government and non-profit agencies.

✓ *Referrals*

to employment and training programs and to social programs.



Aging & Adult Administration

***Aging-if it's not your issue...
it will be.***

Equal Opportunity Employer/Program

Under the Americans with Disabilities Act (ADA), the Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. For example, this means that if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. This document is available in alternative formats by contacting 602-542-4446.

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DES - Aging & Adult Administration
Senior Community Service Employment Program - Title V
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Phoenix, AZ 85007

EARN

**WHILE YOU
JOB HUNT!**

**Call
(602)
542-4446**



**Senior Community Service
Employment Program
SCSEP/Title V**

**Department of Economic Security
Aging & Adult Administration**

***Aging-if it's not your issue...
it will be.***

About our program...

The **Senior Community Service Employment Program** (SCSEP) offers you an opportunity to get the job skills, job leads to get that better paying job.

The purpose of the SCSEP is to offer a temporary “stepping stone” back into the work force. Positions with SCSEP Title V are not meant to be permanent employment.

To qualify for the program a person must be at least 55 years old and meet federal low-income guidelines. Since many people apply for the program, there might be a wait before a training position opens for which you can be considered.

SCSEP offers on-the-job training, referrals for additional classroom training (if appropriate), and referrals to employers in the community who are seeking the skills you have, or will acquire, in the program. It can also offer assessment, testing and counseling if desired or needed.

On-the-job training offered by SCSEP means that you may be assigned to train at a government or non-profit agency for up to 20 hours per week. You may be paid the minimum wage by the program for on-the-job training, attending approved classes or

program meetings, or time at other authorized SCSEP/Title V activities.

Program participants with SCSEP perform a wide variety of duties. Typical tasks performed by participants include: providing clerical and office support for many different government and non-profit agencies (where you can work on your computer skills, typing, or general office skills), providing social services to other seniors and members of your community, helping in the kitchen of senior nutrition sites, and many other types of unique and interesting tasks.



How to Age-Proof Your Job Hunt

Here are a few tips for mature workers who are joining the work force for the first time, looking for a new job or returning to the job market after time out to raise a family or returning to school:

- ✓ **Make your resumé timeless**
Leave out date of birth or the year of graduation from high school or college, and list work experiences from the past 10 to 20 years.
- ✓ **Emphasize current skills**
Let your prospective employer know you can operate a personal computer or any other high-tech equipment.
- ✓ **Learn new skills**
If you lack technological know-how or career-specific skills, enroll in courses to get up to speed.
- ✓ **Accentuate accomplishments**
List any noteworthy achievements that distinguish you from others in your field, like how you saved a former employer money or increased productivity.
- ✓ **Note life experiences**
List any volunteer or community work that demonstrates teamwork or leadership skills, especially if you're returning to the work force after a long absence.
- ✓ **First impressions, count!**
Invest in a new outfit for interviews. You will look and feel more confident.